Board members in attendance: Rachel, Collin, Alyssa, Shellbelle, Karen, Veronica

Others in attendance: Paula

Note taker: Rachel

Facilitator: Collin

Time keeper: Veronica

Minutes

* Check ins + preferred pronouns + firestarter (10 min)
  + If you could choose your age forever, what age would you choose and why?
* WC updates
  + Store (10 minutes)
    - First inventory of 2018 planned: evening of Sunday, January 7th
    - Tentative dates set – quarterly. All at nights.
  + Café (10 minutes)
    - No updates.
  + WC would like to meet and discuss with each other and complete questionnaires on their own and present individual reports and a group one to the HR committee.

\*Requests from board: (1) WC managers to forward the board meeting minutes on to their staff. Will be easier to keep up with changes in staffing. Rachel will add the board email to the minutes template (see example at the bottom) for any questions staff want to ask directly to board instead of their manager.

(2) Store managers and volunteer coordinator to establish 4 dates/times for 2017 to hold inventory. Report this and any updates in the plan to recruit volunteers at the January board meeting.

* Committee updates
  + Finance (10 minutes) – see printout
    - Make sure to update communications budget and board budget – Vince
    - Cohousing meeting was successful. Hopefully will have the planners present to the board in January. Vince – We recommend this be a separate meeting from the board meeting to make sure there’s plenty of time for presentation and questions. Recommended for board/WC and to be put on by the exploratory/expansion committee. Josh expressed interest in joining the exploratory/expansion committee (Collin, Alyssa, Shelly, Veronica already a part of it).
  + Building Maintenance (5 minutes)
    - Lock installed on basement door to increase security.
    - Interior cameras should be installed this week.
  + Communications (5 minutes)
    - Spaghetti Dinner - Talked with Nancy Cents the Falcon is booked for Saturday, Jan 27th
    - Holiday Giving: I am sure the WC decided on a recipient for November and December round-up. Last meeting we had we all agreed that the gift box collection was a good idea during the Holidays.
    - Kerry: Procure necessary supplies and put together communications binder.
    - recurring spotlight on products and/or product standards to the newsletter-Karen/Julia
    - website updates, and brainstormed more ideas to be implemented later- Lauren/Karen/Resse
    - How to get missing member emails and identify members who are opted-in but aren't getting the newsletter - Karen, Glenda
  + HR Committee (5 minutes)
    - Received Chris' exit interview, will review and discuss with Gina if relevant.
    - Received Josh's 3 month self-evaluation along with some worker evaluations of Josh. Waiting on the rest of the evaluations. Will schedule face to face review.
    - Continuing to work on policy manual. Next steps will be to discuss policy updates with WC and Nola.
    - Shelly, Ousia, and Paula will be conducting Resse's 3 month review. Need to set a date.
    - Will begin to plan annual evaluations with WC.
  + Membership (5 minutes)
    - WC to send an email about getting help with COPOS since it is still not working well.
    - Training volunteers on membership procedure. Putting together a folder for the trainers to train. Will be ready soon.

\*Request from board: Committee chairs to forward the board meeting minutes on to their members.

* Other
  + Review of board expenses for 2017 + finalize budget for 2018 (20 minutes)
    - Retreat:
      * Dinner (including tip): $261.89
      * Note-taker (including edits time): $186.85 (18.5 hours at $10.10/hour)
      * Wellspring total cost (includes meeting room, lodging, breakfast, kitchen rental): $751
      * Meals and snacks from the coop: Need to get this
    - Snacks brought to the meeting: Need to pull numbers and get it to Shelly for coding and to the board for budget planning – Karen
  + Google drive – Veronica to set up one for the board/WC to file share

Next meeting: Thursday, January 4 from 6:30-8:30 pm at the River Revitalization Foundation

*Do you have any questions on the minutes or wish to attend a future meeting? Please contact* [*board@riverwestcoop.com*](mailto:board@riverwestcoop.com) *for more information.*